



### List of documents required

The documents required will depend on the type of the entity i.e. Company, Partnership etc. and the certain nature of your business. The documents that we may need include your company's legal entity structure, list of beneficial owners, identity and address proof of entity/owners/signatories etc. Your HSBC Relationship manager shall contact you for the required information and supporting documents required, if not already held with the Bank.

#### Note:

- All copies of documents should be self-attested along with the entity stamp and accompanied by a Customer Declaration Form
- The Officially Valid Documents (OVD) provided as Proof of Address and Proof of Identity should be valid, i.e. the same should not be beyond its validity/expired. Where a utility bill is being submitted, please ensure that the document is recent, i.e. issued within 2 months
- All individuals who are ultimately entitled to exercise or control the exercise of 10% or more of the voting rights of the entity, either directly or indirectly through their beneficial ownership of an underlying shareholder, should be regarded as Principal Shareholders/ Beneficial Owners of the entity
- Please provide a correct Permanent Account Number (PAN) with PAN card/Allotment Letter copy as proof. As per the new section 206AA in the Income-tax Act, 1961 it has become mandatory for payers to withhold tax at a higher rate if the payee does not provide its PAN. This provision is applicable from 1 April 2010
- Please note that the original documents would be required to be sighted by the Bank employee for verification purpose prior to accepting any photo copies of the same

Kindly refer to the documentation applicable for the following constitutions/customer relationships:

- a. Corporate : [Click here to see the list of documents](#)
- b. Trust : [Click here to see the list of documents](#)
- c. Partnership Firms : [Click here to see the list of documents](#)
- d. HUF : [Click here to see the list of documents](#)
- e. Sole Proprietor : [Click here to see the list of documents](#)
- f. Societies : [Click here to see the list of documents](#)

**Corporate:**

- Completed Customer Declaration Form
- PAN card copy in the name of the entity
- Valid registered business address proof document in the name of entity incase not already held with the Bank or incase of change in address. The registration document should mention the name and address of the entity  
[Click here for list of acceptable documents.](#)
- Latest shareholding pattern providing complete details up to the beneficial owner
- Officially Valid documents of the connected individuals incase not already held with the Bank or incase of change in information  
[Click here to see the list of acceptable documents.](#)
- Common Reporting Standard (CRS) forms
- Foreign Account Tax Compliance Act (FATCA) documentations

**Trust:**

- Completed Customer Declaration Form
- Latest Trust Deed in the name of the trust detailing all the connected parties
- PAN card copy in the name of the entity
- Valid registered business address proof document in the name of entity incase not already held with the Bank or incase of change in address. The registration document should mention the name and address of the entity  
[Click here for list of acceptable documents.](#)
- Officially valid documents of the connected individuals incase not already held with the Bank or incase of change in information  
[Click here to see the list of acceptable documents.](#)
- Registration certificate (issued by Charity Commissioner/Sub Registrar of Assurance/ Registrar of Trusts/Provident Fund Commissioner etc.) if the trust is registered
- Common reporting Standard (CRS) forms
- Foreign Account Tax Compliance Act (FATCA) documentations

**Partnership firm:**

- Completed Customer Declaration Form
- Latest Partnership Deed
- PAN card copy in the name of the entity
- Valid Registered business address proof document in the name of entity incase not already held with the Bank or incase of change in address. The registration document should mention the name and address of the entity  
[Click here for list of acceptable documents](#)

- Officially Valid documents of all the partners and any other connected individual incase not already held with the Bank or incase of change in information  
[Click here to see the list of acceptable documents](#) .
- Common reporting Standard (CRS) forms
- Foreign Account Tax Compliance Act (FATCA) documentations

#### **HUF:**

- Completed Customer Declaration Form
- PAN card copy in the name of the entity
- Officially valid documents of the connected individuals (Karta and all members) incase not already held with the Bank or incase of change in information  
[Click here to see the list of acceptable documents](#).
- A certificate from the Chartered Accountant (CA) of the HUF, confirming the names of Karta and all the coparceners of HUF
- A No - Objection Certificate (NOC) from all the coparceners so named in the CA certificate stating clearly the name of the Karta of the HUF and that they have no-objection to the Karta in dealing with the account in any manner whatsoever in the interest of the HUF and to provide any document/declaration in this regard.
- Common Rporting Standard (CRS) forms
- Foreign Account Tax Compliance Act (FATCA) documentations

#### **Sole Proprietorship:**

- Completed Customer Declaration Form
- PAN card copy of the Sole Proprietorship
- Officially valid documents of the Sole Proprietor and any other connected individual  
[Click here to see the list of acceptable documents](#).
- Any 2 registration documents in the name of the Sole Proprietorship
  - Registration certificate
  - Certificate/licence issued by the municipal authorities under Shop and Establishment Act
  - Sales and income tax returns
  - CST/VAT certificate
  - Certificate/registration document issued by Sales Tax/Service Tax/Professional Tax authorities
  - Licence/certificate of practice issued in the name of the proprietary concern by any professional body incorporated under a statute (e.g. Certificate of Practice issued by The Institute of Chartered Accountants of India, The Institute of Cost Accountants of India, The Institute of Company Secretaries of India, The Indian Medical Council)
  - Complete Income Tax Return (not just the acknowledgement) in the name of the sole proprietor where the firm's income is reflected, duly authenticated/acknowledged by the Income Tax authorities
  - Utility bills such as electricity, water, and landline telephone bills
- Common Reporting Standard (CRS) forms
- Foreign Account Tax Compliance Act (FATCA) documentations

**Societies:**

- Completed Customer Declaration Form
- PAN card copy in the name of the entity
- Officially valid documents of the connected individuals in case not already held with the Bank or in case of change in information  
[Click here to see the list of acceptable documents.](#)
- Bye laws/Memorandum of Association/Constitution as may be the case
- Certificate of registration of society with the Registrar of Co-operative Societies or Sub-Registrar of Assurances depending on the type of society
- Latest List of Office bearers
- Common reporting Standard (CRS) forms
- Foreign Account Tax Compliance Act (FATCA) documentations

## Officially Valid Documents for Connected Individuals

(Sole Proprietor, Partners, Directors, Beneficial Owners, Authorised Signatory (ies), Delegates, Trustee, Settlor, Grantors, Founder, Protectors, Beneficiaries, Karta, Members of HUF, Office bearers).

The following documents are considered as OVDs for Proof of Identity (PI) and/or Proof of Address (PA) for connected individuals.

<b>Proof of Identity (PI)</b>	<b>Proof of Address (PA)</b>
<ul style="list-style-type: none"><li>• Passport</li><li>• Voter's Identity Card issued by Election Commission of India</li><li>• Driving licence</li><li>• Permanent Account Number (PAN) card</li><li>• The letter issued by the Unique Identification Authority of India (UIDAI) containing details of name, address and Aadhaar number</li><li>• NREGA Job Card duly signed by an officer of the State Government</li></ul>	<ul style="list-style-type: none"><li>• Passport</li><li>• Voter's Identity Card issued by Election Commission of India</li><li>• Driving licence</li><li>• The Letter issued by the Unique Identification Authority of India (UIDAI) which is commonly known as Aadhar Card or documents obtained through e-KYC service of UIDAI containing details of name, address and Aadhaar number (PAN) card</li><li>• NREGA Job Card duly signed by an officer of the State Government</li></ul>

The documents obtained above should provide the name, date of birth (or age), nationality, residential address and permanent address (if different from the residential address) of the connected party.

## **Acceptable documents for Business/Registered Address (other than Sole Proprietorship)**

Below is an indicative list of acceptable proof of business/registered addresses. As there are various Government/State authorities who issue registration certificates, the below list of registration documents has been prepared on the basis of documents that have been commonly provided by an entity. In case of has a registration certificate (issued by a Government/State authority), is not appearing in the below list, the document can be accepted, provided it is valid:

- Service tax registration certificate
- Excise registration certificate
- Value Added Tax (VAT) registration certificate/Taxpayer Identification Number certificate
- Turnover tax registration certificate
- Professional tax registration certificate
- Commercial tax registration certificate
- Certificate/Licence issued by the municipal authorities under the Shops and Establishment Act or Municipal Trade/Tax bill
- Licence issued by the Food and Drug Control authorities/Drug Control Department
- Small Scale Industries registration certificate/Entrepreneurs Memorandum (Part II)
- Importer Exporter Code (IEC) number certificate
- Certificate of practice issued by bodies such as The Institute of Chartered Accountants of India (ICAI), The Institute of Cost and Work Accountants of India (ICWAI), The Institute of Company Secretaries of India (ISCI), Indian Medical Council
- Registration under Software Technology Park scheme
- Tax Deduction and Collection Account Number certificate
- Certificate issued by 'State' Pollution Control Board
- Certificate issued by Agricultural and Processed Food Products Export Development Authority
- Registration-cum-Membership Certificate in name of entity which is issued by competent authority set-up by Ministry, Government of India
- Registration certificate issued by the SEBI